

Solicitation # CFSA-04-R-0003
Transportation Services

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J

ATTACHMENTS AND DOCUMENTS INCORPORATED BY REFERENCE

The following documents are attached, and incorporated by reference into the RFP and will become incorporated into any resulting contract:

- J.1** Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated April 2003 **(Attached)**
- J.2** Wage Determination No. 94-2103 **(Revision No. 28 dated October 4, 2002) (Attached)**
- J.3** First Source Employment Agreement **(Attached)**

The following documents are attached and incorporated by reference into the RFP, and must be completed and returned with the Offerors' proposal:

- J.4** Certified Cost and Pricing Data Package **(CFSA Budget Package)**
- J.5** Tax Certification Affidavit
- J.6** LSDBE Certification Package
- J.7** E.E.O. Compliance Document

The following documents are incorporated by reference into the RFP and will become incorporated into any resultant contract.

- J.8** Licensing of Youth Shelters, Runaway Shelters, Emergency Care Facilities and Youth Group Homes DCMR Title 29, Chapter 62
- J.9** Licensing of Independent Living Programs for Adolescents and Young Adults, DCMR Title 29, Chapter 63
- J.10** LaShawn A. v. Williams Modified Final Order dated November 18, 1993
- J.11** Glossary of Terms for CFSA
- J.12** Youth Residential Facilities Licensure Act of 1986, D.C. Code Official § 7-2101 *et seq.*
- J.13** Child Abuse and Prevention Treatment Act, 42 U.S.C. § 5101 *et seq.*
- J.14** Prevention of Child Abuse and Neglect Act of 1977, D.C. Official Code § 16-2351-2365
- J.15** Adoption Assistance and Child Welfare Act of 1997, 42 U.S.C. § 620 *et seq.*

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- J.16** Adoption and Safe Families Act of 1997, 42 U.S.C. § 1305 *et seq.*
J.17 Multiethnic Placement Act of 1994, 42 U.S.C. § 1996b
- J.18** Title IV, Part B of the Social Security Act , 42 U.S.C. § 620 *et seq.*
- J.19** Mentally Retarded Citizens Constitutional Rights and Dignity Act of 1978, D.C.
Official Code §7-1301.02 *et seq.*
- J.20** Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d *et seq.*
J.21 Individuals with Disabilities Education Act , 20 U.S.C. § 1400 *et seq.*
- J.22** LaShawn A. v. Williams Implementation Plan, approved on May 15, 2003.

END OF SECTION J

(Attachment J.10)

CHILD AND FAMILY SERVICES AGENCY

GLOSSARY OF TERMS

DEFINITIONS

OBJECTIVE / PURPOSE

- A. The acronyms, terms, and definitions collected here represent commonly used terminology for the social services industry in general and Child and Family Services Agency (CFSA) in particular.
- B. It is the intent of CFSA to attain uniformity in the understanding and utilization of the verbal and written use of these terms by the various agency representatives, the contractor and client communities, as well as DC government officials and the general public.
- C. Terms defined here may be applicable to other District Government agencies. However, the primary application of these terms is as used in CFSA operations and the legal and medical organizations associated with its mission.

GLOSSARY

- A. Acronyms
 - CFSA – Child and Family Services Agency
 - DCMR – District of Columbia Municipal Regulations
 - DOB – Date of Birth
 - EAP – Emergency Assessment Program
 - FIP – Family Intervention Program
 - RFP – Request for Proposal

B. Definitions

Administrative Expenditures – Program costs expended for administrative purposes. Limitations are generally defined in the contractor’s agreement with CFSA.

Administrative Review – Periodic review for children in foster care and placement alternative services involving all parties in the case to determine the appropriateness of the placement and/or case plan.

Adolescent – See Youth.

Advance Notice – A contractual or legal term signifying a written or verbal act between two or more parties that normally precedes a more formal notification.

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Advocacy – The act or acts of supporting or recommending a cause, plan, or course of action for a particular program, individual, or group.

Assisted living - A residential, independent living program serving youth aged 16 to 21 that provides specialized care to meet the special needs of adolescents and young adults who are

medically fragile, physically challenged, mentally retarded, or developmentally disabled through appropriate staffing, direct care, and service provision.

Assignment - To give or transfer responsibility to another. Contractor cannot ‘assign’ responsibility for its contractual obligations with CFSA to another entity.

Background Check – In addition to a search of the subjects criminal records in state, District’s, and Federal law enforcement agencies, a background check may include the search of driving records, former employer references, and character references check (Also see Criminal Records Check).

Behavior management - The use of specialized interventions to guide, supervise, and redirect client behaviors.

Capacity – The number of children a facility is entitled to serve as determined by the contract and/or the licensing worker (See also Units).

Caregiver – Individual primarily responsible for providing care to a child or youth.

Case Law – Law established by the history of judicial decisions in cases.

Case plan - A written document that serves to guide the provision of services to a family and/or to a specific child. The case plan, developed with members of the family and/or the child, clearly identifies goals and objectives to be achieved and spells out tasks to be performed by the worker, adult family members and/or child.

Center for the Keys of Life – CFSA’s independent living program that supports the primary goal of alternative planned living for youth.

Changes – As applied to contracts, changes are modifications or amendments to CFSA solicitations or contract agreements. Changes of an administrative nature are exchanged between CFSA and the contractor and documented in the contract file. Substantive changes, such as changes to pricing, performance requirements, or terms and conditions normally require approval of both parties.

Child Abuse – Physical or mental injury of a non-accidental nature, sexual abuse or sexual exploitation or negligent treatment or maltreatment of a child caused or allowed by a person responsible for his or her welfare under circumstances which indicate that the child’s health or welfare is harmed or threatened with harm.

Child/Children - an individual under the age of 18 years. This term may be used interchangeably

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with youth.

Client – A term often used to refer to the recipient or requestor of CFSA services.

Clinical Services - the provision of evaluation, assessment or treatment of children youth or families for behavioral, medical or mental health issues.

Clothing Allowance – For foster care cases, the child’s clothing allowance is included in the monthly foster care payment. An initial clothing allowance is available when children first enter foster care.

Collaborative – any or all of the Healthy Families/Thriving Communities Collaboratives contracted with the Child and Family Service Agency.

Community Care Programs – services and or programs that are based in the neighborhoods and/or communities in which families, children and youth reside.

Competency Based – services or interventions that are focused on enhancing the strengths and competencies of families, youth or children in order to address the areas of concern, risk or safety.

Congregate Care - residential care provided to children or youth in a group setting that contains more than 6 persons who are not so related by blood, marriage, or adoption, and are living together as a single house-keeping unit, using certain rooms and housekeeping facilities in common.

Community Based Services - Services and/or programs that are based in the neighborhoods and/or communities in which families, children and youth reside.

Community Based Return Diversion Programs - residential programs serving those youth aged 13 through 18 with mental health challenges and severe behavior conditions requiring a closely supervised, highly structured environment.

Conflict of Interest – A conflict between the private interests and the official or professional responsibilities of a person in a position of trust.

Contract Management – Includes activities that provide reasonable assurance that the provider agency/contractor complies with the terms, conditions, and other performance requirements of the contract; includes the monitoring and analysis of information to determine if performance is consistent with the contract provisions.

Contractor – An entity authorized to do business with CFSA and/or CFSA’s service providers. The term is interchangeably used with ‘vendor’, ‘supplier’, or ‘subcontractor’.

Contractor Fraud – The intentional misstatement(s) or the concealment(s) of facts or details by the contractor or authorized representative that creates a false impression. The following is a partial list of fraudulent conduct:

- Knowingly providing false information regarding a contractor’s financial, medical, or functional status in order to be determined eligible for initiating or retaining services to CFSA.

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- Withholding or concealing information pertaining to the contractor's financial, medical, or functional status which may cause the applicant to be ineligible to initiate or provide services to CFSA.
- Knowingly receiving and billing for services from individuals or subcontractors/providers who do not have a proper license or who obtained a license under false pretenses.
- Knowingly misrepresenting CFSA client counts and/or services provided to clients.
- Knowingly falsifying CFSA client records, documents, reports, and/or invoices.

Contractor's Records – Licenses, books, individual service plans and reviews, financial documents, supporting documents, statistical data, and other records pertaining to the services provided.

Cost Reimbursement – Money paid as reimbursement for allowable costs incurred in meeting the terms of a specific contract.

Court Order – A legally binding edict issued by a court of law. Issued by a magistrate, judge, or properly empowered administrative officer.

Credentialing – Process that assures services provided by individuals, facilities, and programs are safe, of acceptable quality, and that the costs of services are justified and reasonable. Included in the process are licensure, certification, or registration of the services provided by an individual and/or facility; and the inspection or survey of facilities.

Criminal Clearance – See Criminal Records Check

Cultural Competence - The degree to which an organization modifies or tailors its entire system of service delivery, including personnel selection, training and development, assessment, service planning and implementation, and program evaluation and consumer care monitoring to the ethnic, racial, cultural, religious, and national diversity in its service population.

Cultural Responsiveness – The concept that children and families are to be understood within the context of their own family rules, traditions, history, language, and culture.

Daily Living Skills – The skills necessary for day-to-day living and are necessary for successful day-to-day functioning, an area in which individuals who have been abused and/or neglected may often experience deficits.

Day hours - day hours generally refer to morning and afternoon hours when children and youth are awake.

District of Columbia Municipal Regulations (DCMR) – regulations issued by the District of Columbia.

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Deficiency - generally applied to the provider's failure to comply with contractual requirements, deliverables, and/or other performance criteria of a contract.

Developmental Disability: a severe, chronic disability of a person five years of age or older that is attributable to a mental and/or physical impairment; manifested before age 22; likely to continue indefinitely; and results in substantial functional limitations in three or more of the following areas of major life activity:

- Self-care
- Receptive and expressive language
- Learning
- Mobility
- Self-direction
- Capacity for independent living
- Economic and self sufficiency

In addition, a developmental disability reflects the person's need for special, interdisciplinary or generic care, treatment, or other services on a life-long or extended basis. Examples of developmental disabilities include children and adults with a wide range of diagnoses, including mental retardation, cerebral palsy, autism, spinal cord injury, and severed head injury. Also known as "Special Needs".

Diagnostic and Emergency Care (12 and Younger/13 and Older) - short-term, urgent care provided to a child or youth when a more permanent, family-based or congregate care placement cannot be secured immediately. Care shall be for thirty (30) days or less, and during this period the social worker and diagnostic and emergency care staff shall assess a child/youth's needs to include the propriety of continued placement.

Discharge - A voluntary or involuntary process describing the point when an organization no longer assumes responsibility for providing services to a particular individual, group, or family.

Disposition – The court's decision directing a course of action in response to a dispute brought to its attention.

Emergency Assessment Program (EAP) – An emergency response, crisis intervention program that provides time-limited services to increase placement options and to establish early intervention and linkages to families with children who are at risk of coming into care through CFSA.

Evaluation – A systematic and organized review of gathered documentation, details, evidence, and other information to determine the validity, accuracy, standing, and merits and/or deficiencies of its content.

Evening hours - Evening hours generally refer to late afternoon hours prior to traditional sleeping hours when children and youth are awake.

Family: one (1) or more persons related by blood, marriage, or adoption, or not more than six (6) persons who are not so related, including foster children, living together as a single house-

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keeping unit, using certain rooms and housekeeping facilities in common; provided, that the term family shall include a religious community having not more than fifteen (15) members (19 DCR 281).

Family-Based Care – Out-of-home care for children removed from biological parents that is provided in a family context offered by foster or kinship caregivers.

Family Centered Practice – the provision of services that are flexible to the unique needs of families and are focused on strengthening/enhancing a family’s ability to provide a safe a nurturing home for children and youth.

Family Intervention Program (FIP) – CFSA program that conducts family group conferences and provides services to families at the time of removal of children due to abuse or neglect.

Fiscal Monitoring – A basic review of contracts to determine whether or not purchased services were in fact provided in accordance with the defined scope.

Group counseling – Psychotherapy services for 4 or more individuals at one time.

Harassment – Unsolicited words or conduct, which tend to annoy, alarm, or abuse another person. A course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

He/his - “he/his” shall be considered gender neutral and serve to indicate both male and female children or youth in instances in which both he/his and she/her may not be indicated in the text.

Healthy Families/Thriving Communities Collaboratives – seven neighborhood-based support networks located throughout the District of Columbia contracted by CFSA to prevent child abuse and neglect, help families in need, and build a family support network through partnership of residents, community leaders, service providers and other community stakeholders.

Indemnification - The act of protecting a person or entity from possible damage or liability or of compensating a person or entity for actual damage, loss, or hurt incurred.

Independent Contractor - An individual or entity who contracts to provide goods or services to CFSA and who provides those goods or services independent of CFSA, under the Contractor’s own direction and control, and using the Contractor’s own supplies, tools, and work-place.

Independent Living Main Facility Programs - a residential, independent living program serving youth aged 16 to 21 years that provides collectively supervised care in a main facility on a 24-hour basis. The program prepares the adolescent or young adult to live successfully, on his or her own, in the community.

Independent Living Program - a residential program that provides monitored residence in a main facility program or residential units serving adolescent and young adults aged 16 to 21 years. The program prepares the adolescent or young adult to live successfully, on his or her own, in the community. Residents may include teen parents and their children.

Independent Living Residential Units - a residential, independent living program serving youth aged 18 to 21 who are developmentally appropriate for residence in monitored apartment settings.

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Individual Habilitation Plan (IHP) – a written plan that describes current functioning of an individual and goals for functioning one year from the date the plan is designed. Plan must outline a prescribed course of intervention to achieve goals based on a comprehensive evaluation of the individual.

Individual Counseling - Psychological and counseling services provided to an individual. The services usually are provided for a period of time on a scheduled basis for approximately 45-60 minutes at a time.

Individual Service Plan (ISP) – A document that sets forth a facility's plan for the resident's health, safety, welfare, and general well-being. The ISP includes the individualized treatment plan, as provided in section 7 of the Act (D.C. Code § 3-806). Term is synonymous with case plan.

Individual Transitional Independent Living Plan (ITILP) – A written plan to be developed within 30 days of a resident's admission that states goals to be achieved by the individual and other elements (outlined in 29 DCMR Chapter 63). An evaluation of the youth's physical, mental, emotional, academic, social, familial, recreational, and life skills needs and strengths relative to the resident's age, level of development, cultural background, and impairments shall be taken into consideration. Assessments and their recommendations and outcomes shall be included. The plan shall be developed by the planning team consistent with the CFSA's written case plan for the individual and take into account the outcomes of the initial ITILP.

Initial Individual Transitional Independent Living Plan – A written plan that must be developed within five days before and five days after a resident's admission that is consistent with the current case plan and includes the elements outlined for an Individual Transitional Independent Living Plan (ITILP).

Individualized Education Plan (IEP) - a written plan for a student in special education describing the student's present levels of performance, annual goals including short-term objectives, specific special education and related services, dates for beginning and duration of services, and how the IEP will be evaluated.

Ineligible - The determination through law, regulations, or prescribed guidelines or criteria that requirements have not been sufficiently met that warrant further consideration.

Integrated Services - Behavioral, medical and/or mental health services that are coordinated, and integrate various child-serving agencies and systems to collaboratively provide special education, child welfare, health, and increasingly, juvenile justice services to meet the multiple needs of children, youth, and their families.

Intervention – The process whereby CFSA professionals and/or service providers intercede on behalf of their client(s) with actions that will decrease risk, provide for the safety, promote permanence, and establish well-being. Intervention may range from finding housing to changing a parent's pattern of thinking about their child.

Invoice – Term applied to official financial document itemizing charges for products delivered or services rendered.

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Judgment – The official decision or finding to an action made by a judge or administrative agency hearing officer upon the respective rights and claims of the parties.

Jurisdiction – The legal authority which a court or administrative agency has over particular persons and over certain types of cases, usually in a defined geographical area.

Least Restrictive Environment - placement, residence, or location of treatment for consumers in situations that most closely meet their special needs in an environment that most closely approximates that of a person without the disability or condition.

Level III “Handicap” - a medical condition that includes substantial physical impairments. These impairments may include, but are not limited to, eye disorders resulting in complex conditions such as blindness; hearing impairments; paralysis that commits the individual to a wheelchair or other device that assists ambulating. A child or youth with Level III handicap is typically identified to have significant impairments, but does not require skilled nursing to assist in ongoing care.

Level IV “Multi-handicap” - a diagnosable, enduring, life-threatening condition. These conditions may include, but are not limited to, HIV/AIDS, respiratory disease, blood conditions such as sickle cell anemia, end stage failure of a major organ system, diabetes, congenital anomalies, cystic fibrosis, heart conditions, multiple sclerosis and cancer. Such multi-handicapped conditions also include dependence on mechanical ventilation for at least part of the day, and devices that compensate for vital body functions. Skilled nursing is required to assist in ongoing care.

Life Skills – see daily living skills

Main facility - the central independent living program edifice that provides on-site staff supervision and which has more than one residence.

Medically Fragile - children with significantly debilitating medical conditions that impair daily functioning and require close medical supervision.

Mental Retardation - As clinically diagnosed, significantly sub-average general cognitive and motor functioning existing concurrently with deficits in adaptive behavior manifested during the developmental period that adversely affect socialization and learning. (AFCARS, CFR 45 § 1355 Apps. A and B).

Mentoring – Guidance, direction, and advice, applied in a trusting relationship, between trained mentors and wards of CFSA.

Multi-agency Planning Team (MAPT) – Multi-agency body designed to provide a forum to address the immediate service needs of multi-problem, multi-agency children and families who are at risk for out-of-home placement.

Night hours - night hours generally refer to hours traditionally dedicated for sleeping. The exact hours are not specified by CFSA, but shall be defined by the Offeror’s program.

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Negligence – Failing to exercise the degree of care a reasonable person in similar circumstances would exercise to protect others from a foreseeable and unreasonable risk of harm. The failure to act, as a reasonable person would be expected to act in similar circumstances (*i.e.* “negligence”) may give rise to liability for monetary or other damages. A more serious type of negligence is gross negligence. Gross negligence is conduct that indicates a reckless disregard for the safety or property of others.

Neighborhood Collaborative – see Collaborative

Objective – Something worked toward; something one is trying to achieve or accomplish. Measurable objectives are typically time limited, observable, and have clear criteria for success.

Options to Extend – For the purposes of contracting and purchasing, an option or options to extend are terms contained within the contract that establish provisions for CFSA to exercise extensions to the performance of the contract without further discussions or amendments, except to the period of performance.

Permanency - The provision of a permanent living arrangement for a child based on AFSA requirements. Also the process by which a child in CFSA foster care benefits from case planning, periodic reviews, and other procedural safeguards to ensure that the child enters care only when necessary and appropriately placed, and is returned home or to a permanent living situation in a timely fashion.

Physically Challenged - Impaired by physical disability preventing the individual from a full range of physical ability, and specialized care is required to enable completion of daily activities. Physical challenges shall be characterized as Level III handicap for purposes of financial rate reimbursement and specialized care requirements.

Practices – Generally accepted standards, processes, or procedures that provide for consistent and uniform operations.

Prevention - The creation of conditions, opportunities, and experiences that encourage and develop healthy, self-sufficient people.

Protection – Ensuring children are free from maltreatment by their parent(s) and/or caregiver(s).

Provider – An individual or organization that receives funds from CFSA for services provided to clients of CFSA through a program developed by CFSA.

Reunification – The positive conclusion of providing care and guidance to CFSA clients whereby they are reunited with their permanent living situation, family, or guardian.

Safety - Protection from or absence of imminent danger, harm, or injury.

Scope of Work – A detailed account of what the Contractor is required and/or has agreed to do in return for payment under the contract.

Service Provider – See Provider

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Service integration – See Integrated Services

Service Termination – Voluntary or involuntarily ordered cessation of contractually delivered services.

Show Cause – A formal and written document submitted by the Contracting Officer to a CFSA contractor or service provider that addresses the prompt remedy of documented deficiencies in contract performance and/or deliverables.

Sleeping hours – Hours traditionally spent sleeping.

Slots – Otherwise interchangeable with capacity or number of individuals that are able to have contracted services provided for.

Solicitation – As applied to contracting and procurement, a solicitation represents a formal offer to perform or deliver services or products to CFSA.

Specialized care - Care that is tailored to meet the needs of children and youth with conditions of medical fragility, physical challenges, mental retardation, and/or developmental disability via assistive technology, occupational or physical therapy, staffing patterns and credentials, or any other services that increase, maintain, or improve their functional capabilities.

Specialized Group Home Care - Care provided to youth aged 13 through 15 in a community based group home environment that is tailored to meet the special needs of those who are medically fragile, physically challenged, mentally retarded, or developmentally disabled through appropriate staffing, direct care, and service provision.

Special needs - Characteristics of an individual that require specialized care and attention due to mental and physical disabilities. See also “Developmental Disability”.

Special services - Specific, time-limited services based on a child’s specific special needs.

Subpoena – A process issued by a court compelling a witness to appear at a judicial proceeding. Sometimes the process will also direct the witness to bring documentary evidence to the court.

Summons – A notice to a defendant that an action against him or her has been commenced in the court issuing the summons and that a judgement will be taken against him or her if the complaint is not answered within a certain time.

Supervised Visitation – visitation among family members that are arranged and supervised by a social worker or caregiver.

Suspension of Services – A temporary reduction or stoppage of contracted services provided to CFSA and/or its clients.

Target Population – Signifies a particular program’s population to be served by that program’s services. Established definitions or profiles of each type client requirement determine the content of the target population.

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Teen Parent Programs - Residential, independent living programs serving adolescents and young adults aged 16 to 21 years old who are pregnant, or are parents caring for their own child or children. Teen parents who are between the ages of 18 and 21 may reside in independent living residential units if developmentally appropriate, and those under the age of 18 must reside in independent living main facility programs.

Teens – Synonymous with youth.

Traditional Group Home Care - Care provided to youth aged 13 through 15 in a community based group home environment that meets the physical, emotional and developmental needs of youth through supervision, guidance, education and recreation.

Visitation - The arrangement for children and youth to visit with relatives, parents and siblings.

Well Being - The healthy physical, emotional, intellectual, and spiritual development and existence of a human being.

Youth - a youth is an individual aged 13 to 21 years old. In some instances, this term may be used generally to refer to children and youth of all ages.

Termination – See Service Termination

Therapy – Recurring treatment of a disorder that is remedial or rehabilitative in nature. A service generally procured from approved CFSA sources.

Transportation – When offered or specified as a service provider requirement, transportation means private vehicle conveyance, delivered in a safe and orderly manner by an authorized and licensed operator.

Treatment – the provision of services and intervention techniques to alleviate or address behavioral, medical or psychological problems

Tutoring – Contracted instructions or schooling provided to wards of CFSA as part of the core services available from agency contractors or specifically ordered for an individual.

Unit of Service – A payment arrangement wherein the Contractor is paid a set rate for each unit of service it provides CFSA clients. The rate the Contractor is paid is either the maximum allowable rate established by the organization for the type service being provided or a lower, negotiated rate agreed upon by the parties.

Vendor – See Contractor

Waking hours – Day hours and evening hours, those hours not spent sleeping.

Ward – A ward is defined as a legally transferred by court ordered to the care of a guardian generally specified as CFSA.